



DEPARTMENT OF THE ARMY
HEADQUARTERS, 4th INFANTRY DIVISION (MECHANIZED)
FORT HOOD, TEXAS 76544

REPLY TO
ATTENTION OF

AFYB-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction (MOI) for Enlisted Fatality Review Boards (EFRB)

1. References:

a. Memorandum, Headquarters, United States Army Forces Command, AFPE-SO, 14 Apr 06, subject: Fatality Review Boards (Enclosure 1).

b. Memorandum, Headquarters, III Corps and Fort Hood, AFZF-SAFE, 12 Jun 06, subject: Fatality Review Boards (Enclosure 2)

2. Commanding General's Intent. The EFRB will be used as a tool to understand and prevent fatal accidents from occurring on and off duty. The intent of the EFRB is to review all facts and circumstances of an accident using a leadership forum. The EFRB will examine standards and discipline, command climate, 1st line supervisor and command involvement, risk management, and prevention programs. Excluding this action, procedures established by Command Policy – Incident Review Boards, dated 29 Sep 2006 are still applicable.

3. Purpose. To mandate a unit Non-Commissioned Officer level review to understand and apply lessons learned to prevent future accidents. The board is required to review and identify tactics, techniques and procedures to prevent future occurrences.

4. Applicability. This MOI is applicable to all units assigned, attached or under the operational control of the 4th Infantry Division. This policy does not preclude or contravene other requirements involving the death of a Soldier including accident investigations, next of kin briefings, and other collateral investigations or reports.

5. EFRB Composition. Brigade Command Sergeant Major will chair the Fatality Review Board. For separate battalions, EFRBs will be chaired by the Division CSM. The membership of the board can be augmented, but will, at a minimum include the following:

- | | |
|---------------------------------------------------------------------------------------------------------------------------------|----------|
| a. Brigade Command Sergeant Major | Chair |
| b. Each Battalion Command Sergeant Major | Member |
| c. Company First Sergeant | Member |
| d. Platoon Sergeant | Member |
| e. Immediate supervisor of the Soldier involved | Member |
| f. Brigade Safety Advisor if assigned / detailed | Member |
| g. Senior Enlisted Soldiers from Staff offices as requested (i.e. Provost Marshal, Staff Judge Advocate, Surgeon and Chaplain). | Optional |

6. Responsibilities.

a. Brigade CSM.

- (1) Take the lead in the formation of and chair the EFRB.
- (2) Hold the EFRB NLT 28 days after the accident utilizing EFRB Slides (Enclosure 3).
Ensure the III Corps and Division CSM, are scheduled to attend the EFRB.
- (3) Request that all levels of Command, Company to Brigade, attend the EFRB. If they are unable to ensure that these personnel receive the results of the EFRB.
- (4) Ensure that all available NCOs of the Soldiers unit are present for the EFRB.
- (5) Ensure that the results of the EFRB are briefed to all personnel of the Brigade for the weekend safety briefing following the 28th day specified in 5.a.2. above.
- (6) Report EFRB status to the Division Safety Office weekly NLT COB Thursdays until Division CSM is briefed.
- (7) Conduct the board IAW the recommended slides (Encl 3).

b. Division CSM.

- (1) Attend the EFRB briefing.
- (2) Ensure that the final EFRB report is submitted to the III Corps CSM NLT thirty (30) working days after the accident.
- (3) Be prepared to brief the EFRB findings to the III Corps and FORSCOM CSM.
- (4) Ensure that the results of the EFRB are briefed to all Division personnel for the weekend safety briefing following the 28th day specified in 5.a.2. above.
- (5) Assume Chair responsibilities for Separate Battalions as indicated in paragraph 6.a. above.

c. Division Safety Office

- (1) Provide guidance to units that do not have an assigned Safety Advisor.
- (2) Receive feedback from units on the outcome of the EFRB.
- (3) Report EFRB statistics weekly to the Chief of Staff NLT 1200 each Friday.
- (4) Report on MSC compliance with the IRB timelines during Division Command and Staff Calls.

d. G3.

- (1) Monitor SIR/CIR reports for incidents that require an EFRB.
- (2) Report SIR/CIR incidents to the Division Safety Office that require an EFRB.

e. Brigade Commanders/Separate Battalion Commanders.

- (1) Implement the EFRB program within their units.
- (2) Monitor the success of the program within their units.
- (3) Appoint EFRB presidents (chair) for accidents.
- (4) Out brief the DCG(M) or DCG(S) at the respective DCGs discretion. Brigade/Separate Battalion Commanders must coordinate with their respective DCG to determine the out brief requirement.
- (5) Attend the EFRB as scheduled by the appropriate CSM.

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SUBJECT: Enlisted Fatality Review Board

f. Unit Chain of Command of deceased Soldier.

(1) Support the EFRB by providing pertinent data in order to meet the EFRB timeline. This may include records or personnel for interviews including all levels of Company Leadership.

(2) Attend the EFRB as scheduled by the appropriate CSM.

7. Point of contact for the EFRB program is: Safety Director @ 287-0852.

3 Encls

1 – HQ FORSCOM Memo, 14 Apr 06

2 – HQ III CORPS Memo, 12 Jun 06

3 – EFRB Slides



JEFFERY W. HAMMOND
Major General, USA
Commanding

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REPLY TO
ATTENTION CP

DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND
1777 HARDEE AVENUE SW
FORT MCPHERSON GA 30330-1082

AFPE-SO

APR 14 2006

MEMORANDUM FOR Command Sergeants Major, Major Subordinate
Commands/Units Reporting Directly to FORSCOM

SUBJECT: Fatality Review Boards

1. The Forces Command (FORSCOM) Commanding General has directed that Brigade Command Sergeants Major will take the lead in holding Fatality Review Boards and reporting findings. These will be *in addition* to formal accident investigations. This initiative is part of our continuing effort to keep the noncommissioned officer chain of command involved in analysis of fatal accidents to identify lessons learned and prevention actions/countermeasures for future use. Enclosed are implementing instructions (encl 1) and a suggested presentation format (encl 2).
2. The results of these Fatality Review Boards will be invaluable in the analysis of trends at the major Army command level and provide valuable training opportunities at all levels. By helping our Soldiers understand the lessons learned from events affecting their teams, we can assist them in making mature decisions for their on- and off-duty lives.
3. For further information, please contact SGM Sally Gardner, FORSCOM G-1 Safety Office, email sally.gardner@forscom.army.mil, COMM (404) 464-7393, DSN 367-7393.

2 Encls

DENNIS M. CAREY
CSM, US Army Forces Command
Command Sergeant Major

Enclosure 1



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND
1777 HARDEE AVENUE SW
FORT MCPHERSON GA 30330-1062

REPLY TO
ATTENTION OF

APR 14 2006

AFPE-SO

**MEMORANDUM FOR Command Sergeants Major, Major Subordinate Commands/Units
Reporting Directly to FORSCOM**

SUBJECT: Implementing Instructions – Fatality Review Boards

1. The command sergeants major (CSMs) at Forces Command (FORSCOM) brigades will convene and chair Fatality Review Boards for all fatal accidents involving Soldiers assigned to their brigades.

a. The battalion command sergeants major will be members of the Board.

b. Senior enlisted Soldiers from the offices of Provost Marshal, Staff Judge Advocate, Surgeon, and Chaplain will be considered for membership.

2. Use:

a. The brigade CSM will convene the board within 60 days of a fatal accident.

b. The noncommissioned officer support channel will present information on the accident and the accident victim for discussion by the Board. A suggested format is enclosed (encl 1).

c. The Fatality Review Board brainstorms to identify lessons learned and prevention actions/countermeasures for future use.

d. The results will be forwarded thru the major subordinate command or separate command sergeant major to the FORSCOM Command Sergeant Major for review by the Safety Working Group.

3. A suggested format is enclosed (encl 2). However, this is not all encompassing and should be modified to fit the circumstances and command preference. As a minimum, the Board should discuss the Soldier's behavior, demographics, and unit standards.

4. For further information, please contact SGM Sally Gardner, FORSCOM G-1 Safety Office, email sally.gardner@forscom.army.mil, COMM (404) 464-7393, DSN 367-7393.

2 Encls

**DENNIS M. CAREY
CSM, US Army Forces Command
Command Sergeant Major**



DEPARTMENT OF THE ARMY
HEADQUARTERS, III CORPS AND FORT HOOD
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FORT HOOD, TEXAS 76544-5000

REPLY TO
ATTENTION OF

AFZF-SAFE

12 JUN 06

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fatality Review Boards

1. Reference memorandum, Headquarters, United States Army Forces Command, AFPE-SO, 14 Apr 06, subject: Fatality Review Boards (enclosure 1).
2. The US Army Forces Command (FORSCOM) Commanding General directed that Brigade Command Sergeants Major will take the lead in holding Fatality Review Boards and reporting its findings. The goal is to continue the effort of keeping the noncommissioned officer chain of command involved in the analysis of fatal accidents. The board will identify fact-based lessons learned, formulate preventive measures to mitigate the risk and to enforce established safety standards. Results of these Fatality Review Boards will be invaluable in the analysis of trends within III Corps and also provide important risk-decision tools for our Soldiers for their on-and off-duty lives.
3. The Unit Fatality Review Board examines all accidents resulting in a death as directed. The purpose of this Board is to review the root cause, develop lessons learned and disseminate recommendations and information to III Corps Soldiers for accident prevention purposes. The Review Board will be conducted in addition to a comprehensive formal accident investigation.
4. The Fatality Review Board will be composed of the following from the unit to which the accident victim was assigned:

Brigade Command Sergeant Major – Chair
Each Battalion Command Sergeant Major – Member
Senior enlisted Soldiers from Staff offices as requested (i.e., Provost Marshal; Staff Judge Advocate; Surgeon; and Chaplain)
PAO representative for media reporting
Brigade Safety Advisor if assigned / detailed.

In addition, the III Corps Command Sergeant Major will plan to be present for every Fatality Review Board, as well as the Division Command Sergeant Major where appropriate. Every available noncommissioned officer from the victim's unit will attend. This initiative is part of a continuing effort to keep the noncommissioned officer chain of command involved in the analysis of fatal accidents.

AFZF-SAFE

SUBJECT: Fatality Review Boards

5. The responsible unit chain of command will brief the Fatality Review Board of circumstances surrounding the accident not later than twenty-eight (28) days following the accident. A suggested board meeting format is enclosed (enclosure 2); however, this is not all encompassing and should be modified to fit the circumstances and command preference. As a minimum, the board should discuss the Soldier's behavior, demographics, and unit standards. Additionally, a slide showing the units compliance with the FORSCOM NCO Loss Prevention Leadership Program will be part of the slide packet.

6. A final report with recommendations will be processed through the next senior Command Sergeant Major within the chain of command until reaching the III Corps Command Sergeant Major by the 30th working day after the occurrence. The results of the board will be briefed to all units concurrent with the succeeding weekend safety briefing.

2 Encls
as



RAYMOND T. ODIERNO
Lieutenant General, USA
Commanding

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